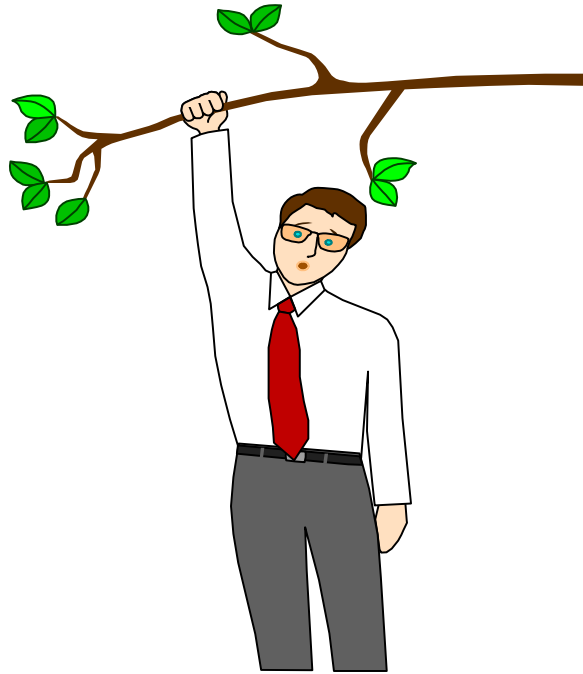


1997 Annual Ethics Training

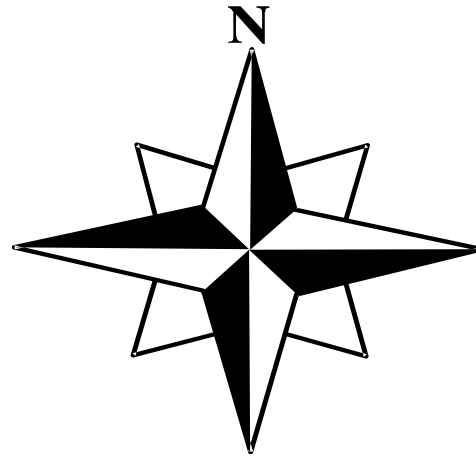
Major Thomas Faulconer
Ethics Officer
ESC/JA

Standards of Ethical Conduct



How to avoid going out on a limb.

Where are the rules?



- DOD Joint Ethics Regulation (JER)
DOD 5500.7R.
 - Paragraph 2-100 incorporates the Standards of Conduct for Executive Employees, Title 5 Code of Federal Regulations, Part 2635.

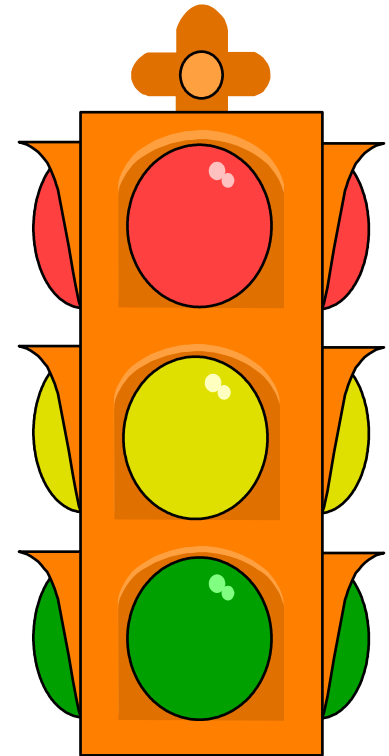
Basic Principles



- Preserve the public trust.
- Loyalty to the Constitution, laws, and ethical principles over private gain.

General Provisions

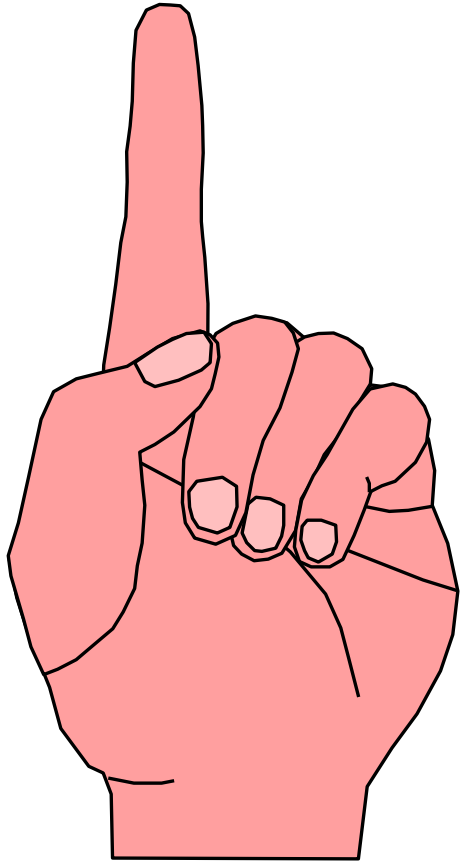
- No conflicting financial interests.
- No improper gifts.
- No use of public office for private gain.



More General Provisions

- No preferential treatment.
- No unauthorized commitments.
- No improper outside employment.

One Primary Rule



- Appearance of a violation is a violation!

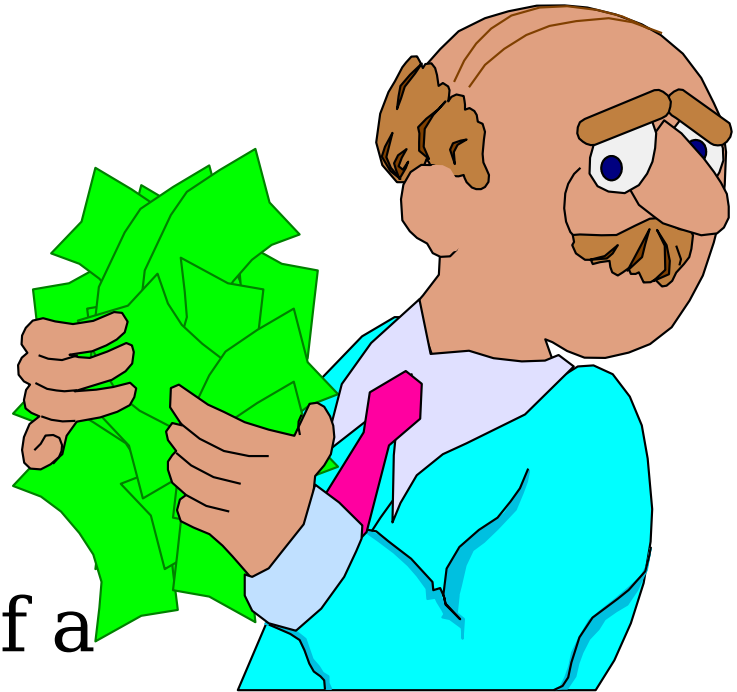
Gifts from Outside Sources

- Cannot accept improper gifts.
 - Gifts from prohibited sources.
 - Gifts given because of your position.



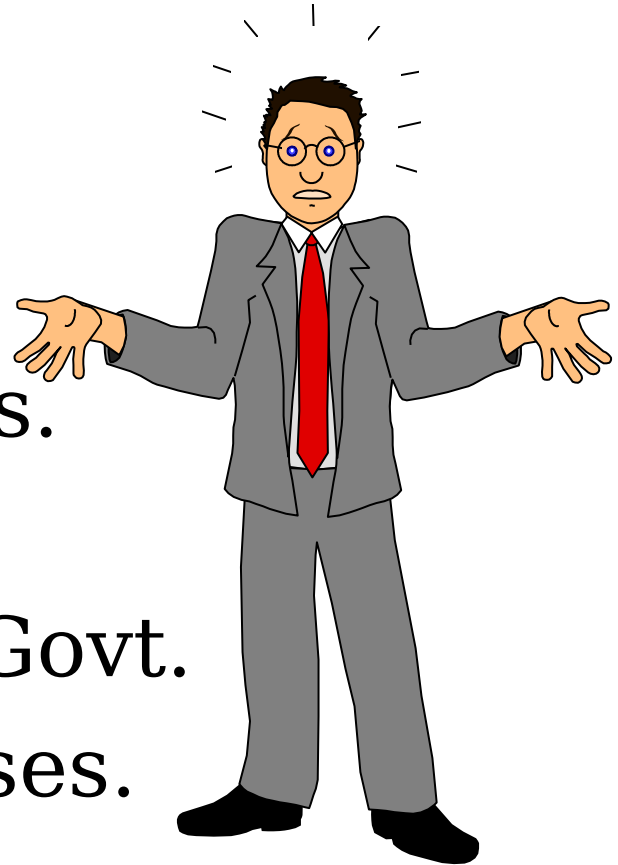
Definition of “gift”

- What is a gift?
 - Cash.
 - Discounts.
 - Goods.
 - Services.
 - Food, when part of a meal.
 - Anything of value.



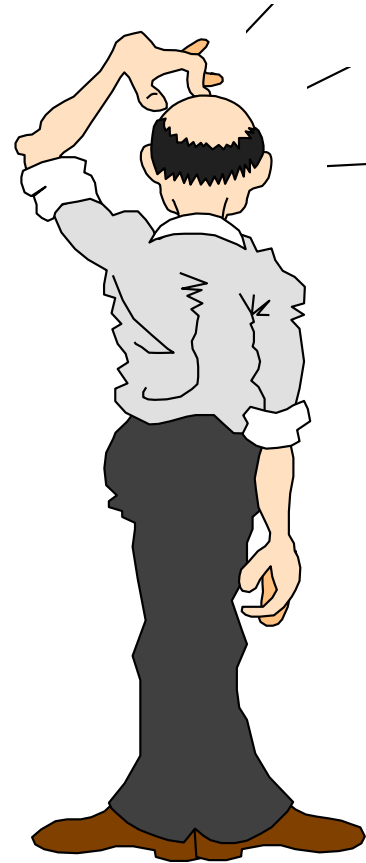
What is not a gift?

- Snacks or beverages not within a meal.
- Greeting cards and plaques.
- Commercial discounts.
- Commercial loans.
- Items bought by the Govt.
- Market value purchases.

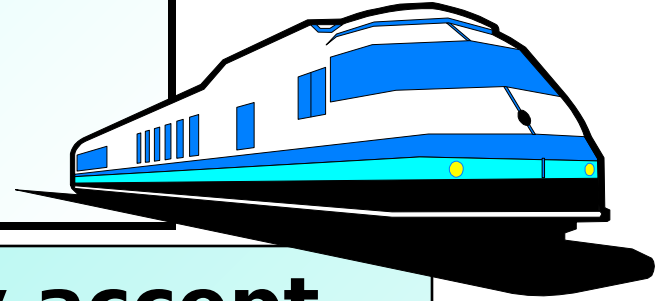


What gifts are proper?

- Unsolicited gifts under \$20.
\$50/year.
- Gifts from family/friends.
- Awards and honorary degrees.

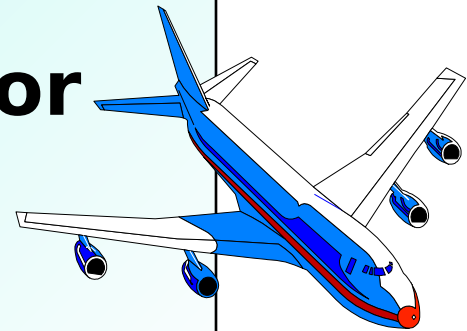
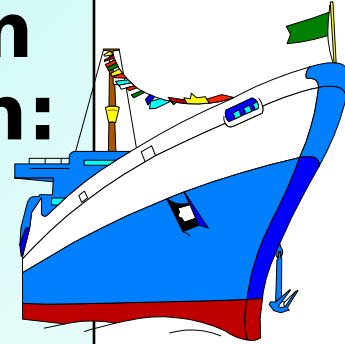


Official Travel



The Government may accept the offer of travel expenses from a non-Federal sources only when:

- **The offer is unsolicited**
- **The expenses are for official travel**
- **The travel is to a conference or seminar**
- **The traveler does not claim reimbursement**



**TRAVE
L**

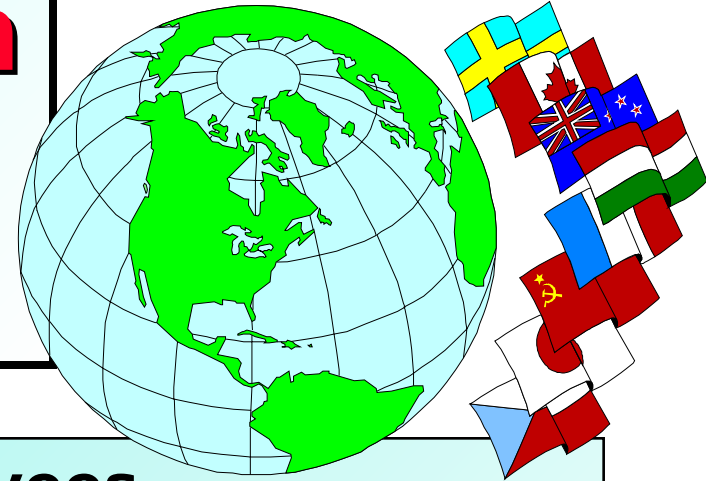
GIFT



Laws

**The servants of the
nation are to render
their services without
any taking of
presents
The disobedient
shall, if
convicted, die
without
ceremony. --Plato**

Gifts from Foreign Governments (5 USC 7342)

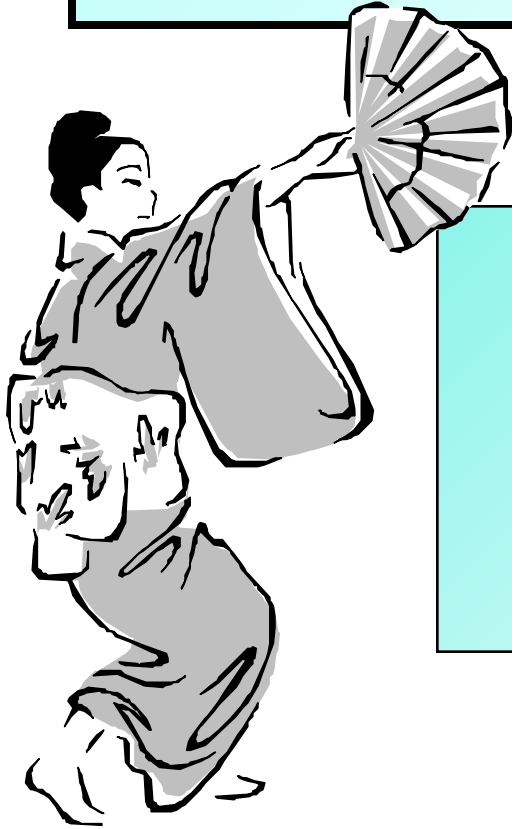


Whenever possible, DoD employees shall decline gifts from foreign governments

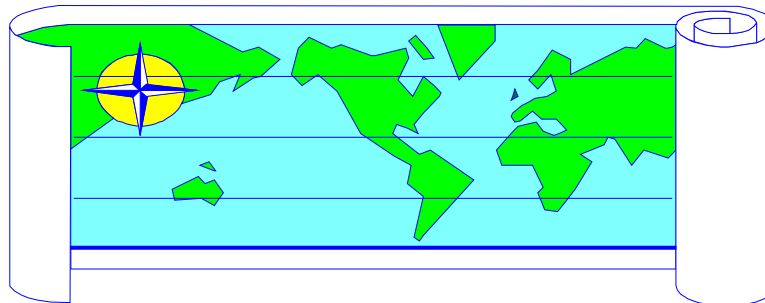
Gifts from foreign governments may be accepted to avoid embarrassing or giving offense to the donor

- **Gifts of minimal value (currently less than \$245) may be retained**
- **Gifts of more than minimal value become the property of the U.S. Government**

Foreign Gifts



Govt employees may accept gifts of meals and entertainment in foreign areas that do not exceed per diem

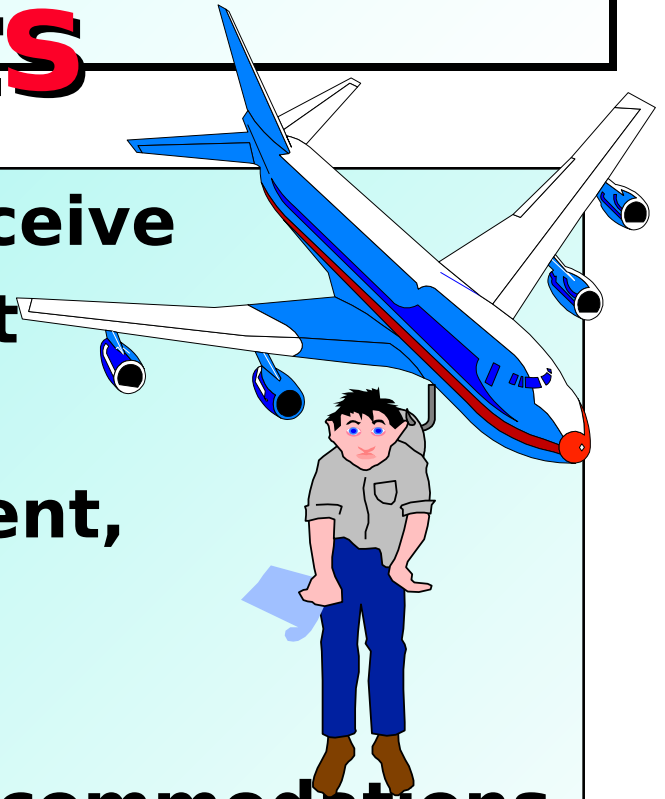


Frequent Flyer Benefits

**Anything of value that you receive
as a direct result of travel at
the Government's expense
belongs to the Government,**

Including:

- **frequent flyer benefits**
- **discounts on future hotel accommodations**
- **other benefits that would not have been possible if not for the official travel**



Gifts to Superiors



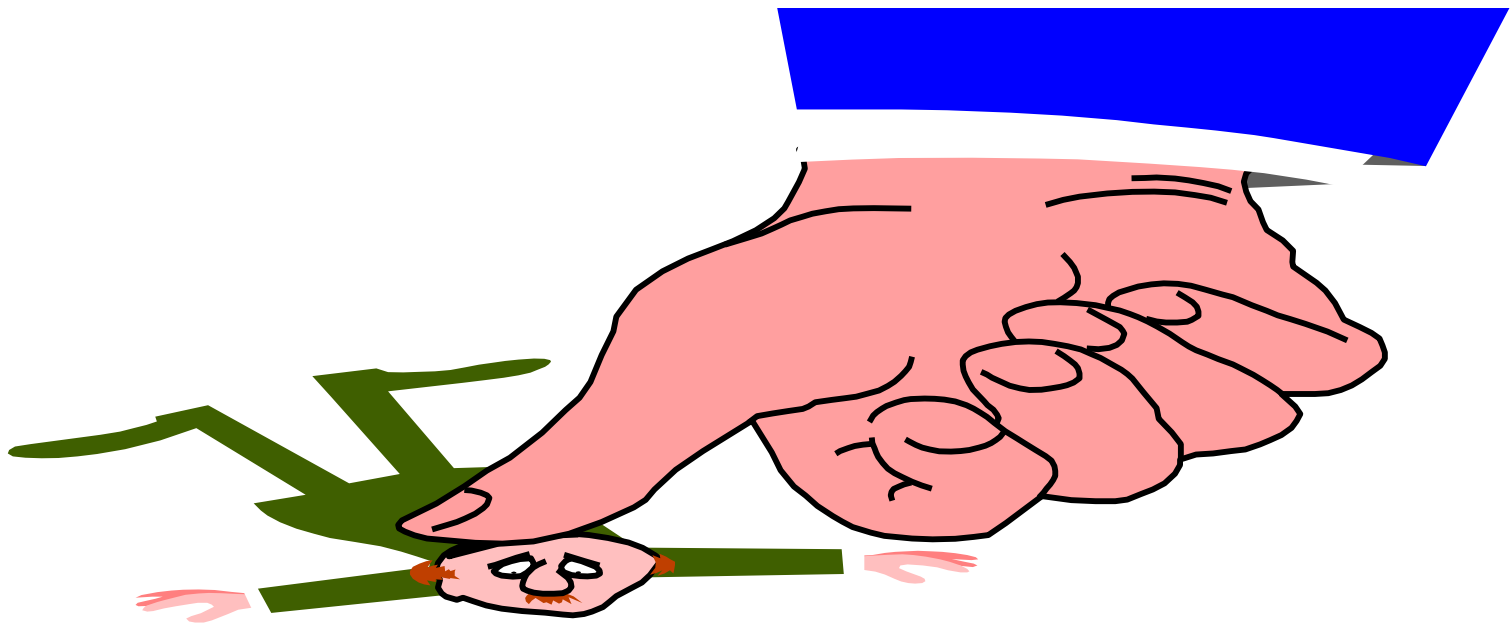
- General rule: No gifts to superiors.

Gifts to Superiors - Exceptions

- On occasional basis, birthdays, etc., if less than \$10.
- On infrequent basis, such as marriage or retirement,
 - if less than \$300,
 - may not solicit, or give, more than \$10 per person.



All contributions for
superiors' gifts must be
voluntary!



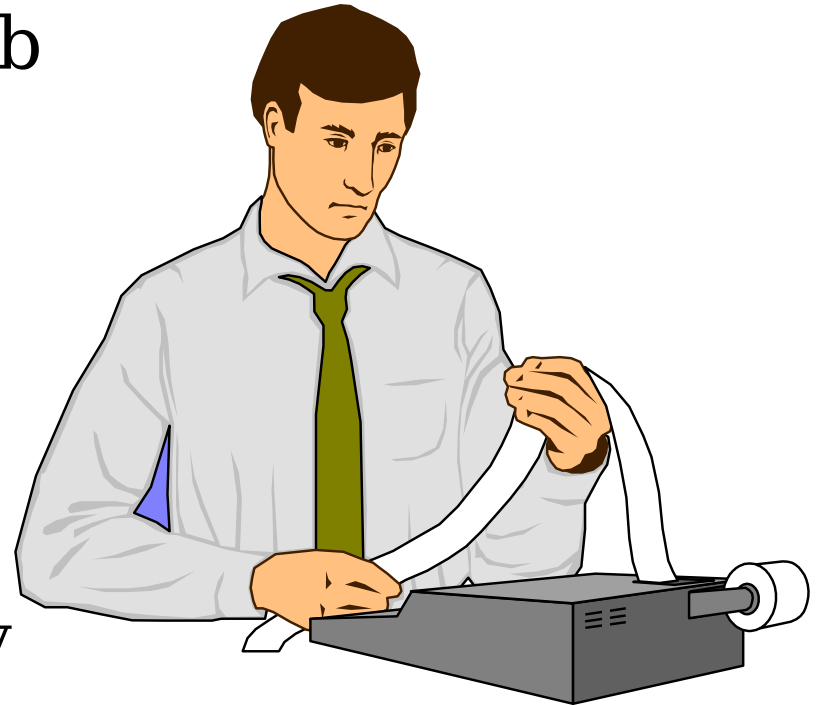
Gifts to Superiors - Exceptions

- Food shared in the office or
- Items of hospitality at a residence.



Conflicting Financial Interests

- Cannot hold an interest if your job could affect that interest.
 - Doesn't matter how small the interest is.
 - Can include the interests of family members.

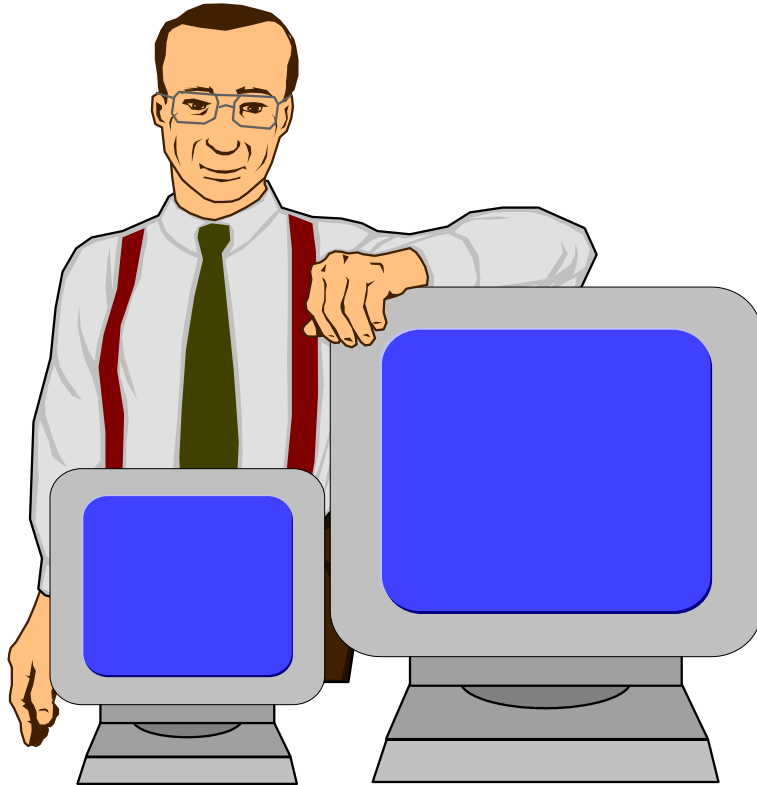




Misuse of Position

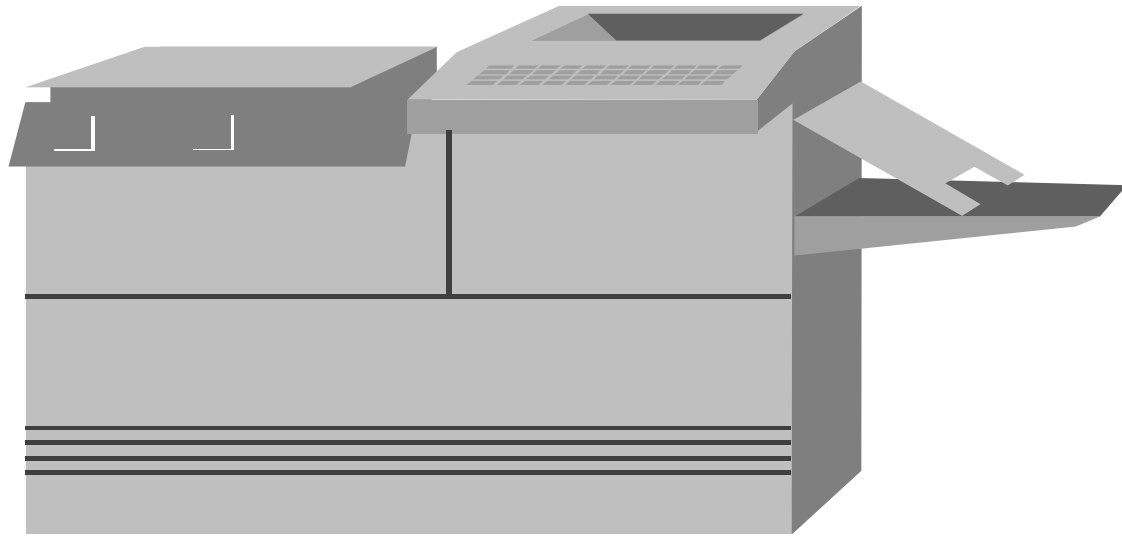
- Cannot use public office for private gain.
- Cannot make the Govt. appear to endorse a company or product.

Misuse of Position



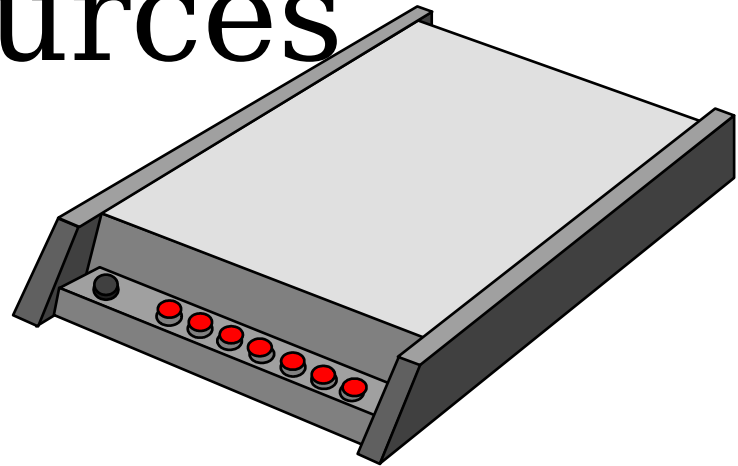
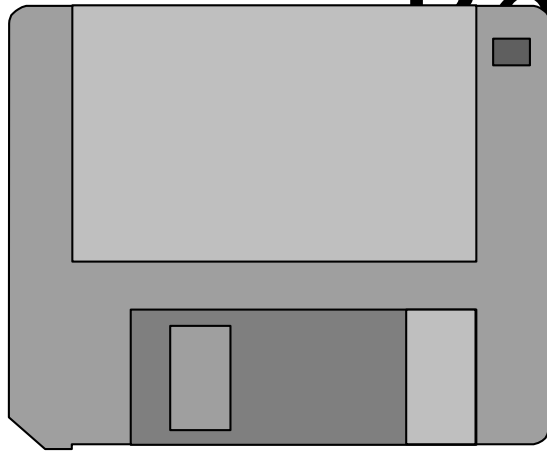
- Cannot use your position in personal endorsements
- Cannot release nonpublic information for your or anyone else's benefit

Misuse of Government Resources



- Cannot use Government resources for personal benefit.

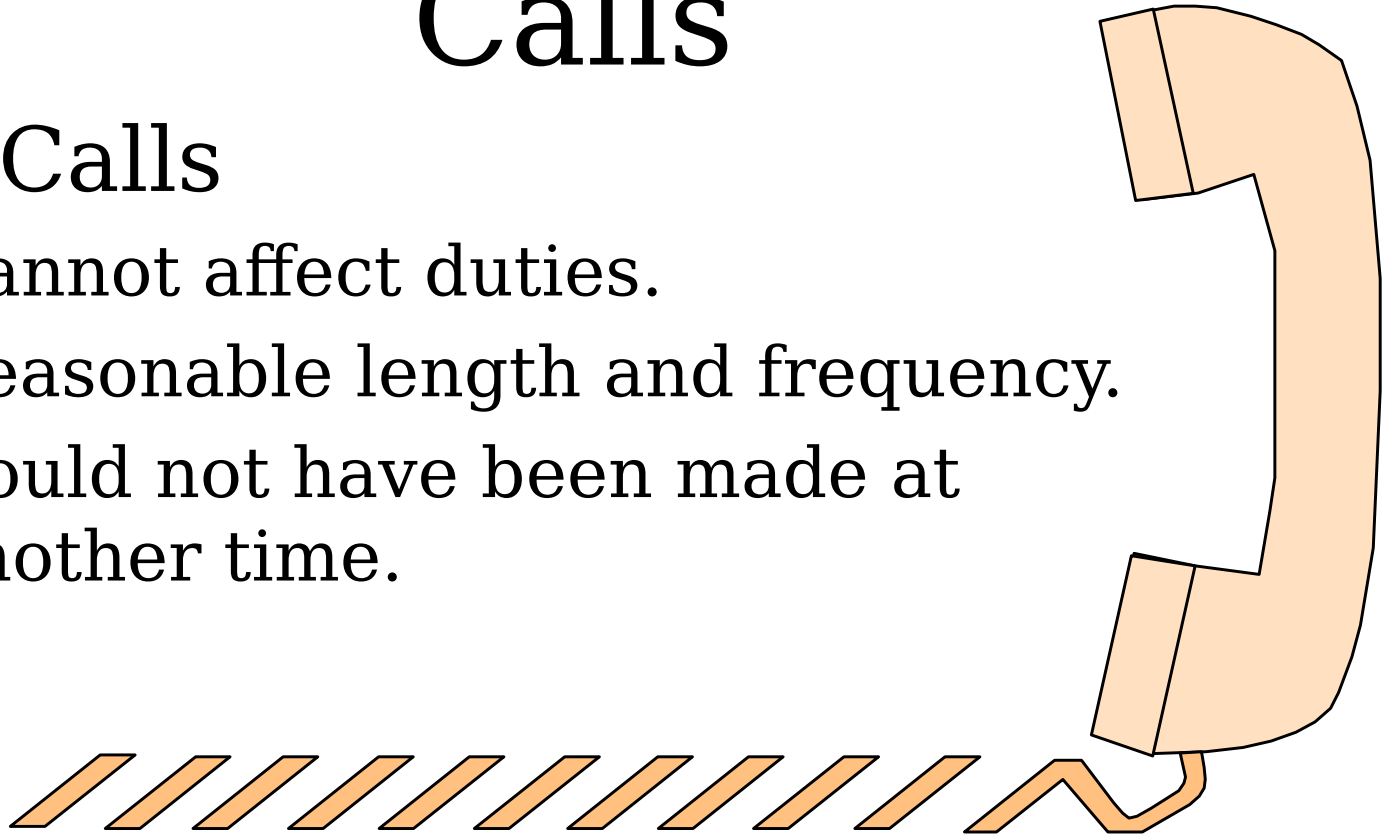
Misuse of Govt. Resources



- Cannot use Government Resources for the benefit of private organizations.
- Employees must not solicit their subordinates to perform personal tasks.

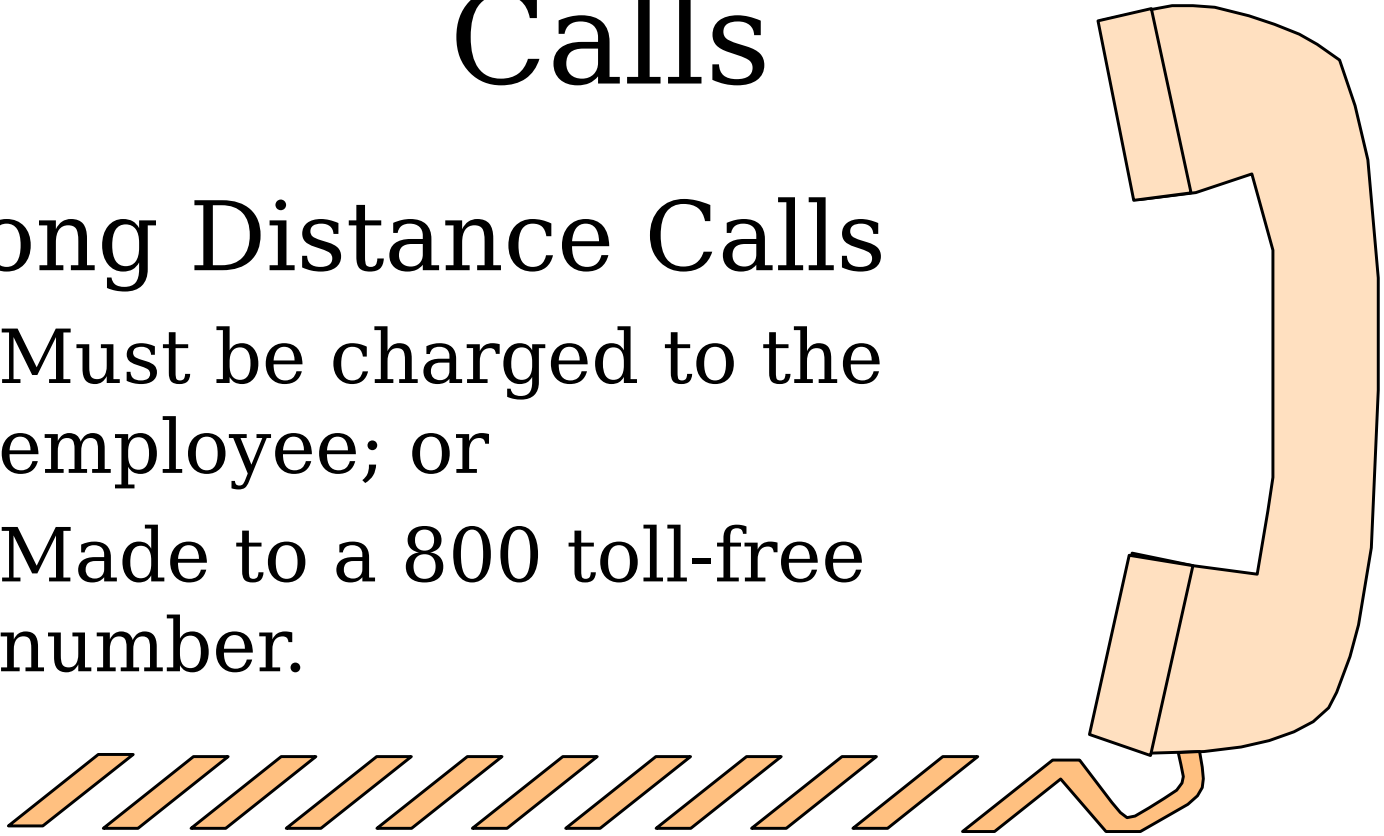
Use of Government Phones for Personal Calls

- All Calls
 - Cannot affect duties.
 - Reasonable length and frequency.
 - Could not have been made at another time.



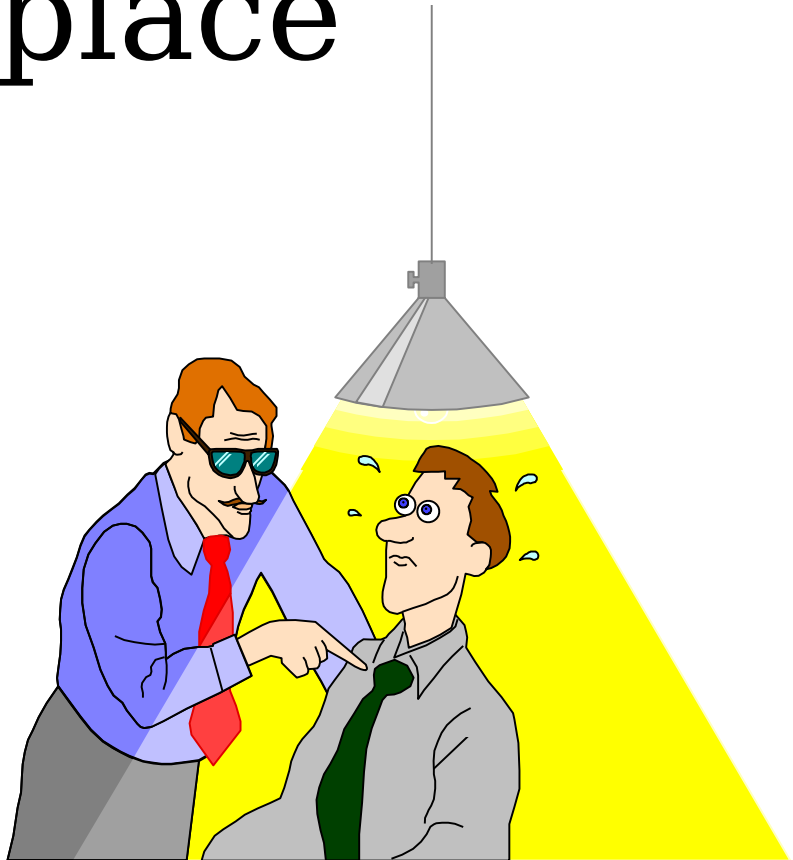
Use of Government Phones for Personal Calls

- Long Distance Calls
 - Must be charged to the employee; or
 - Made to a 800 toll-free number.

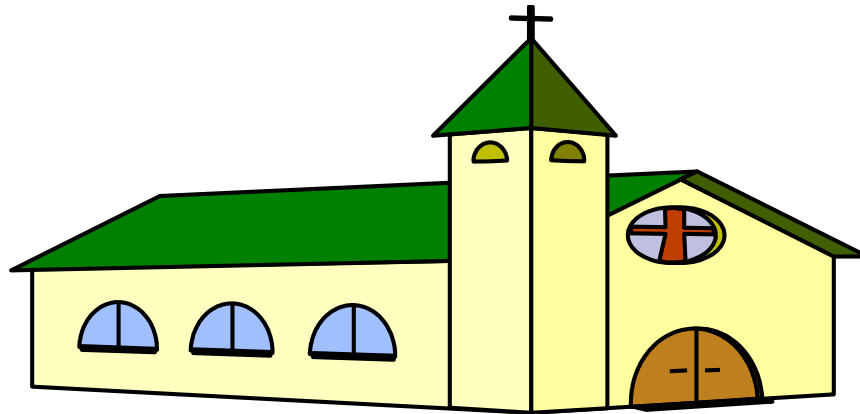


Solicitation in the Workplace

- May only solicit in an official capacity for restricted charities.
- All contributions must be voluntary.



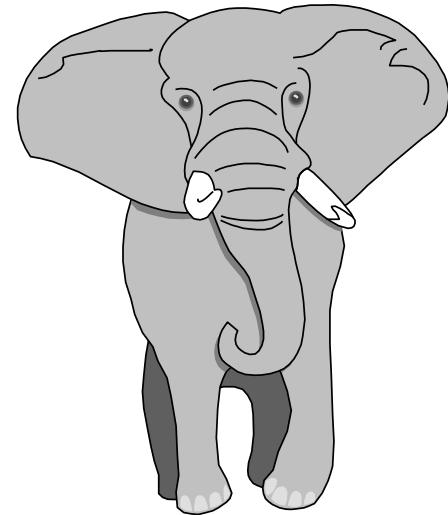
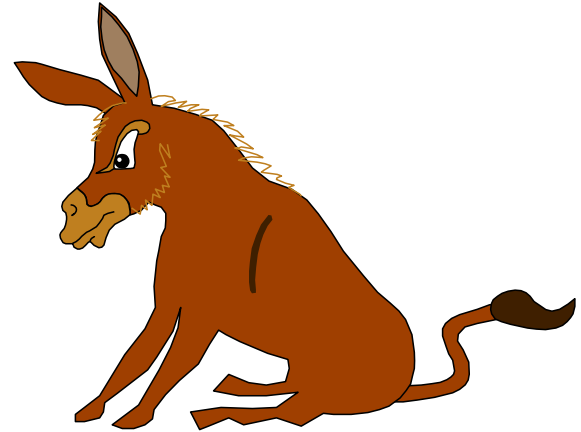
Solicitation Outside the Workplace



- May solicit in a personal capacity.
- Not knowingly from subordinates.
- May not solicit using your

Outside Activities

- Restrictions on honoraria.
- Restrictions on political activities.
- Must get supervisor approval for outside employment.

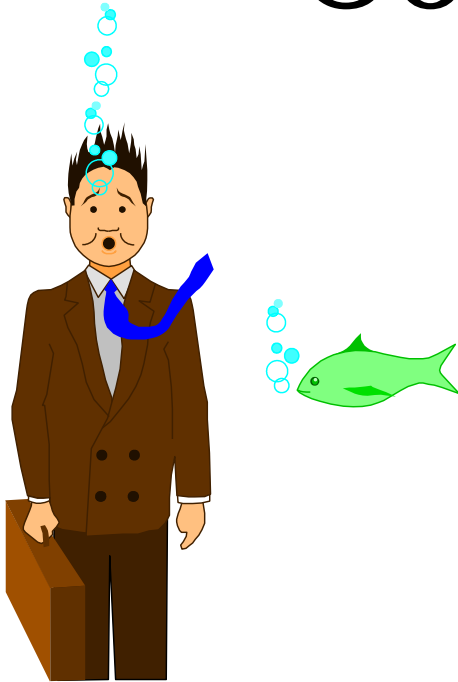


OGE 450 (Confidential Financial Disclosure Report)

- Supervisor review **first!**
- List the assets of the members of your household.
- List any offices or positions you hold in private organizations.



Don't get in over your head call your Ethics Counselor!



- You can protect yourself if you follow your EC's advice.
- ECs are not your personal Attorney.
- No privileged communication.